

CONFIDENTIAL

5 October 1954

LOGISTICS OFFICE
OUTLINE OF PUBLISHED AND PROPOSED REGULATORY ISSUANCES *

NO.	TITLE	DATE **	COMMENT/STATUS
25X1	Logistics Planning	Oct. 1954	Submitted to C/LO, Sept. 1954. Returned to Planning Staff for considerable revision.
	Preparation of a Logistics Annex	Dec. 1954	Has been distributed to interested elements for working level collaboration.
	Supply - General Concepts and Policies		Published 20 Sept. 1954.
	Administrative Supplies and Equipment		Published 10 April 1953.
	Standardization of Filing Supplies		Published 12 Oct. 1953.
	Procurement of Letter- and Legal-Size Filing Cabinets		Published 13 Nov. 1953
	Supply Economy and Equipment Utilization		Published 15 Aug. 1953.
	Supply - General Concepts and Policies		Published 15 Oct. 1953.

*Changes required to published issuances are listed separately.

** Estimated date of submission to RCS.

(MAB/AS/LO)

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Supply Economy	Nov. 1954	New issuance. Will rescind 25X1
	Supply Economy	Nov. 1954	New issuance.
	Supply - Accountability & Responsibility		Published 20 Sept. 1954.
	Supply - Accountability & Responsibility		Published 15 Oct. 1953.
	Supply - Accounting		Published 20 Sept. 1954.
	Supply - Accounting		Published 15 Oct. 1953.
	Supply - Accounting		Change 1 submitted to RCS on 1 July 1954.
	Supply - Property Accounting for Headquarters Controlled Projects	Nov. 1954	Has been distributed to interested elements for working level collaboration.
	Supply - Catalog		Published 20 Sept. 1954.

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NO.	TITLE	DATE	COMMENT/STATUS
	Supply - Catalog		Published 15 Oct. 1953.
	Supply - Property Standardization	June 1955	New issuance. To establish property standards for headquarters and [redacted] Will rescind [redacted]
	Supply - Stock Levels		Published 20 Sept. 1954.
	Supply - Stock Levels		Published 15 Oct. 1953.
	Supply - Requirements Forecast	March 1955	New issuance. To establish policy on subject.
	Supply - Requirements Forecast	March 1955	New issuance. To outline detailed procedure for preparation and submission of forecasts.
	Supply - Requirements Forecast	March 1955	New issuance. To establish policy on subject.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Supply - Issue, Use and Loan of Property		Published 15 Oct. 1953.
	Supply - Executive Furniture	Dec. 1954	New Issuance.
	Supply - Furnishings for Quarters	Nov. 1954	New Issuance.
	Supply - Furnishings for Quarters	Nov. 1954	New issuance. Will re- scind that portion of [] pertaining to furnishings.
	Supply - Issue and Use of Regulated Items	Dec. 1954	New issuance. To estab- lish policy concerning regulated items and offices having technical responsibility and control over same.
	Supply - Material Disposition		Published 20 Sept. 1954.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
	Supply - Requirements Forecast	March 1955	New issuance. To outline detailed procedure for preparation and submission of forecasts.
	Supply - Requisitioning		Submitted to RCS on 1 July 1954. RCS and LO rewriting.
	Supply - Preparation and Submission of Requisitions		Submitted to RCS on 1 July 1954.
	Supply - Requisitioning		Published 15 Oct. 1953.
	Supply - Operational Supply Room		Published 15 March 1954.
	Supply - Distribution and Transfer of Property		Published 20 Sept. 1954.
	Supply - Distribution and Transfer of Property		Published 15 Oct. 1953.
	Supply - Issue, Use and Loan of Property		Published 20 Sept. 1954.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
	Supply - Material Disposition	Oct. 1954	Editorial changes and changes in para. on "Sales".
	Supply - Material Disposition		Published 15 Oct. 1953.
	Supply - Material Disposition		Submitted to RCS on 1 July 1954.
	Supply - Material Disposition	Oct. 1954	To provide for the delegation of certain disposition authority to the field.
	Supply - Replacement Standards for Administrative Equipment	Dec. 1954	New issuance. To establish replacement standards.
	Supply - Replacement Standards for Administrative Equipment	Dec. 1954	New Issuance. To establish replacement standards.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Supply - Boards of Survey		Authenticated 20 Sept. 1954. DD/A to hold up publication pending appointments to the Board as re-constituted by this Regulation.
	Supply - Boards of Survey		Published 15 Oct. 1953.
	Supply - Boards of Survey	Oct. 1954	To provide for appointment of Security Officer to Board when available.
	Supply - Material Caching	Oct. 1954	New issuance.
	Health Hazard Arising from Liquid Typewriter Type Cleaner		Published 23 August 1954.
	Supply - Preservation of Material for Caching	June 1955	New Issuance.
	Supply - Material Caching	Oct. 1954	New Issuance.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
	Supply - Preservation of Material for Caching	June 1955	New issuance.
	Supply - [] Supply Procedure	March 1955	For [] stations other than []
	Supply - Field Supply Procedure	Nov. 1954	Has been redistributed to interested elements for working level collaboration.
	Supply - Detached Station Field Supply Procedure	Nov. 1954	Has been redistributed to interested elements for working level collaboration.
	Supply - Storage and Issue of Hazardous Material	June 1955	New issuance. For ordnance and TSS items.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Supply - Storage and Issue of Hazardous Material	June 1955	New issuance. For ordnance and TSS items.
	Procurement of Supplies and Services		Published 19 May 1954.
	Procurement Handbook	June 1955	New issuance.
	Procurement of Supplies and Services		Published 12 Aug. 1954.
	Procurement Handbook	June 1955	New issuance.
	Covert Procurement of Supplies and Services		Published 19 May 1954.
	Classified Contract Security		Published 7 May 1954.
	Procurement - Interdepartmental Procurement		Published 22 Sept. 1954.
	Real Estate & Construction - General		Published 27 Sept. 1954.
	Real Estate & Construction - Acquisition, Improvement, Maintenance and Utilities for Space Requirements		Published 15 Dec. 1953.

25X1 *Rescinds ☐ published under 15 Dec. 1953 date.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Real Estate & Construction - General		Submitted to DD/P for authentication on 27 Sept. 1954. This will rescind published 15 Dec. 1953.
	Real Estate & Construction - Realty Officer	March 1955	New issuance. To contain laws, policy, procedures and other information on acquisition, management and disposition of real property.
	Real Estate & Construction - Realty Officer	March 1955	New issuance. To contain laws, policy, procedures and other information on acquisition, management and disposition of real property.
	Real Estate & Construction - Maintenance	Dec. 1955	New issuance. Technical handbook concerning maintenance of Agency facilities.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
25X1	Real Estate & Construction - Maintenance	Dec. 1955	New issuance. Technical handbook concerning maintenance of Agency facilities.
	Real Estate & Construction - Domestic Safehouses		Draft out for formal coordination, 15 Sept. 1954. Comments due 30 Sept. 1954. (Controlled distribution).
	Real Estate & Construction - Provision of Quarters Overseas		Published 27 Nov. 1953.
	Real Estate & Construction - Provision of Quarters Overseas		Has been sent out for formal coordination, will change the policy concerning furnishings. Comments were due 14 July 1954, DD/P comments still not received as of 1 Oct. This change which has been coordinated as Change "4" will be published as Change "3".

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
	Real Estate & Construction - Assignment		to be Revised draft/submitted to RCS prior to 15 Oct. 1954.
	Real Estate & Construction - Lease		Submitted to DD/P for authentication on 27 Sept. 1954.
	Real Estate & Construction - Purchase		Revised draft submitted to RCS. Will be submitted for authentication in October 1954.
	Real Estate & Construction - Design and Construction		Published 27 Sept. 1954.
	Real Estate & Construction - Design and Construction		Submitted by RCS to DD/P for authentication on 27 Sept. 1954.
	Real Estate & Construction - Overseas Quarters	Nov. 1954	New issuance.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
25X1	Real Estate & Construction - Overseas Quarters	Nov. 1954	New issuance. Will re-scind portion of <input type="text"/> <input type="text"/> pertaining to quarters (RE&C aspects)
	Real Estate & Construction - Utilities Services		Published 27 Sept. 1954.
	Real Estate & Construction - Utilities Services		Submitted to DD/P for authentication on 28 Sept. 1954.
	Real Estate & Construction - Disposal		Published 27 Sept. 1954.
	Real Estate & Construction - Disposal		Submitted to DD/P for authentication on 29 Sept. 1954.
	Real Estate & Construction - Accountability		Published 26 Aug. 1953.
	Real Estate & Construction - Accountability		Published 26 Aug. 1953.
	Real Estate & Construction - Accountability		Published 13 May 1954.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
25X1	Transportation - Transportation of Government Owned Property		Rev. draft out for formal coordination on 17 June 1954. Comments were due 9 July 1954; DD/P comments not yet received as of 1 Oct. (Controlled distribution)
	Transportation - Transportation of Government Owned Property		Rev. draft out for formal coordination on 17 June 1954. Comments were due 9 July 1954. DD/P comments not yet received as of 1 Oct. (Controlled distribution)
	Transportation - Government Owned Motor Vehicles		Published 27 Sept. 1954.
	Transportation - Motor Vehicles		Revised draft out for formal coordination on 2 Oct. 1954. General Counsel has advised RCS to prepare for authentication by DCI.

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OUTLINE OF PUBLISHED AND PROPOSED REGULATORY ISSUANCES

<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
25X1	Local Transportation (Departmental)		Published 6 Jan. 1954.
	Local Transportation (Departmental)	Feb. 1955	Will incorporate the contents of, and rescind the following published issuances:
	Interim Procedure of Obtaining Vehicular Support at Agency Headquarters		Published 22 Dec. 1953.
	Interim Procedure of Obtaining Vehicular Support at Agency Headquarters		Submitted to RCS on 24 Sept. 1954.
	Headquarters Motor Pool - Radio Telephone Identification Procedure		Published 16 June 1954.
	Local Transportation - Identification to Ride Agency Shuttle Buses		Published 11 Aug. 1954.
	Transportation - Motor Vehicle Accident Reports and Investigation	Oct. 1954	New issuance.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Transportation - Motor Vehicle Accident Reports and Investigation	Nov. 1954	New issuance.
	Transportation - Inspection of Newly Acquired Motor Vehicles	Oct. 1954	New issuance. (Logistics Instruction was required to establish internal procedure).
	Transportation - Inspection of Newly Acquired Motor Vehicles	Nov. 1954	New issuance.
	Transportation - Inspection of Newly Acquired Motor Vehicles	Nov. 1954	New issuance.
	Transportation - Inspection of Newly Acquired Motor Vehicles	Nov. 1954	New issuance.
	Transportation - Maintenance and Inspection of Motor Vehicles	Dec. 1954	New issuance.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Transportation - Maintenance and Inspection of Motor Vehicles	Jan. 1955	New issuance.
	Transportation - Processing Motor Vehicles for Storage	May 1955	New issuance.
	Transportation - Processing Motor Vehicles for Storage	June 1955	New issuance.
	Transportation - Motor Vehicle Replacement Standards	Priority 2	New issuance.
	Transportation - Motor Vehicle Replacement Standards	Priority 2	New issuance.
	Transportation - Budgeting for Motor Vehicles	April 1955	New issuance.

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NO.

TITLE

DATE

COMMENT/STATUS

Transportation - Preparation and Submission
of Table of Vehicular Allowances

Priority
1

New issuance.

Transportation - Preparation and Submission
of Table of Vehicular Allowances

Priority
1

New issuance

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NO.	TITLE	DATE	COMMENT/STATUS
	Travel Handbook		Published March 1953. To be kept current as regulations in are published.
	Travel Handbook		Published June 1953.
	Travel Handbook		Published Dec. 1953
	Travel Handbook		Published June 1954.
	Schedule of Maximum Per Diem Rates		Published 23 April 1954.
	Travel Advances		Published 7 Dec. 1953.
	Travel Authorization		Submitted to RCS on 2 July 1954.
	Travel Authorization	Nov. 1954	To be written by Office of AD/Personnel and submitted to RCS through LO.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Travel of Employees and Dependents and Shipment of Effects [REDACTED] [REDACTED] 25X1C4A	25X1C4A	Revised draft sub- mitted to RCS on 20 August 1954.
	Travel of Employees and Dependents and Shipment of Effects [REDACTED] [REDACTED] 25X1C4A	25X1C4A	Revised draft sub- mitted to RCS on 20 August 1954.
	Performance of Travel		Submitted to RCS on 29 June 1954.
	Performance of Travel	Nov. 1954	To be written by Office of Comptroller and submitted to RCS through LO.
	Per Diem		Submitted to RCS on 7 May 1954.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
25X1	Per Diem		To be written by Office of Comptroller and submitted to RCS through LO.
	Baggage		Published 23 June 1954.
	Baggage		Submitted to DD/P for authentication on 27 Sept. 1954.
	Travel Briefing, Cover, Documentation and Clearance for Overseas Travel by Employees and their Dependents		Submitted to RCS on 2 July 1954.
	Shipment and Storage of Household Goods and Personal Effects (excluding privately owned automobile)		Submitted to RCS on 2 Feb. 1954. To rescind all headquarters regulations re subject, and portions of other regulations issued on same subject.

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NO.	TITLE	DATE	COMMENT/STATUS
	Revised Rates for Reimbursement to Employees on a Commuted Basis for Shipping Effects Within the United States		Published 1 Feb. 1954.
	Revised Rates for Reimbursement to Employees on a Commuted Basis for Shipping Effects Within the United States		Published 23 April 1954.
	Shipment and Storage of Household Goods and Personal Effects (excluding privately owned automobile)		Submitted to RCS on 2 Feb. 1954. To rescind all regulations re subject and portions of other regulations issued on same subject.
	Transportation Requests and Tickets	Nov. 1954	To be written by Office of Comptroller and submitted to RCS through LO.
	Transportation and Storage of Privately Owned Automobiles		Revised draft submitted to RCS on 22 Sept. 1954.
	Transportation and Storage of Privately Owned Automobiles		Submitted to RCS on 22 Sept. 1954.

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NO.	TITLE	DATE	COMMENT/STATUS
25X1	Transportation Claims (Vouchers)	Nov. 1954	To be written by Office of Comptroller and submitted to RCS through LO.
	Transportation Claims (Vouchers)	Nov. 1954	To be written by Office of Comptroller and submitted to RCS through LO.

Memorandum from the Special Assistant to the Deputy Director (Administration) to the Chief of Logistics, Subject: Travel Regulations, dated 4 May 1953, initially assigned the responsibility for writing travel regulations to the Chief of Logistics. The above referenced memorandum and subsequent conversations between a representative of the Logistics Office and a representative of the Office of the Deputy Director (Administration) indicated that all travel and related regulations should bear a series ☐ number. On 4 December 1953, at a meeting held in the Office of the Chief of Logistics, and attended by representatives of Logistics Office, Office of Deputy Director (Administration), Regulations Control Staff, Office of Personnel and Office of the Comptroller, it was agreed that travel regulations would be written and coordinated by the office having functional responsibility over the subject matter of the proposed issuance. The Logistics Office will monitor and submit for publication all travel regulations regardless of the responsibility for writing and coordination.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
25X1	Space, Maintenance and Assignment, and Building Maintenance		Published 23 October 1953.
	Services - Space Acquisition and Assignment and Building Maintenance	Nov. 1955	Change to reflect current organizational structure and to incorporate paras. 2C and
			25X1
	Parking Spaces		Published 14 June 1954.
	Services - Telephone Services	Jan. 1955	To incorporate appropriate portions and rescind the following published issuances:
			25X1
	Telephones - Accountability for Telephone Directories		Published 18 Dec. 1953.
	Telephones - CIA Telephone Directory		Published 3 Aug. 1954.
	Telephones in Living Quarters		Published 9 July 1953.

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<u>NO.</u>	<u>TITLE</u>	<u>DATE</u>	<u>COMMENT/STATUS</u>
	Services - Printing and Reproduction		Comments received by LO from RCS on 10 Sept. 1954. Will rescind para. 4 of
	Printing and Reproduction Handbook		Published Sept. 1953.
	Printing and Reproduction		Published 26 Jan. 1954.
	Services - Printing and Reproduction		New issuance.
	Services - Mail Service	Nov. 1954	New issuance.
	Mail Service		Published 21 Oct. 1953.
	Services - Mail and Courier Schedule for Collection and Distribution of Mail	Oct. 1954	Will rescind published
	Services - Mail Service Notification of Intra-Agency Change of Address	Oct. 1954	New issuance. Being prepared as a result of adoption of employee suggestion on subject.

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NO.	TITLE	DATE	COMMENT/STATUS	
25X1	Supply - Administrative Building Supply Service (Headquarters)	Jan. 1955	New issuance.	
	Supply - Operational Building Supply Service (Headquarters)		Currently published under [] When change is required will be published as []	25X1 25X1
	Supply - Property Passes (Headquarters)	Jan. 1955	To establish policy and authority for issuance of temporary and permanent property passes.	

In accordance with suggestion of Chief, Regulations Control Staff, [] will eventually contain Logistics "service" regulations pertaining to Headquarters only.

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